



CITY OF NEWPORT BEACH
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
November 14, 2011	Temporary Certificate of Occupancy	CBC 111.3 (supersedes UAC 309.4)

For requests of Temporary Certificate of Occupancy (TCO), if the Chief Building Inspector agrees that a TCO is warranted, the applicant shall complete the TCO Application, pay the appropriate fees, and obtain approvals for the following:

- Electrical final inspection;
- Structural final inspection (may include a Final Structural Observation Report);
- Fire Department approval;
- Planning Division approval (if applicable)

After receiving the above approvals, the Building Division will process the application and issue TCO allowing the applicant to occupy for a maximum of 30 Days. The Chief Building Inspector may include conditions to the TCO.

NOTE:

Temporary Certificate of Occupancy is valid for 30 days. Any additional extensions are at the Chief Building Official's discretion. A renewal fee will be applied to any extensions granted.

Seimone Jurjis, Chief Building Official